

Dorchester Primary School



Minutes for Full Governing Body Meeting – Spring 2010

Minutes of the meeting of the Governing Body held at Dorchester Primary School on Wednesday 4th March 2010 at 7.30pm.

Members:	Mr T Marshall (Chair)	Mrs K Dukes
(*Absent)	* Mrs J Templeman (Vice Chair)	* Cllr S Gordon-Bullock
	Mrs L Austin (Headteacher)	Dr M Howard-Kishi
	* Mr G Bulbrook	Mr M Midgley
	Mrs K Culver	Mr I Phipps
	Mrs D Daniels	Mr D Snowdon
	Mr J Rudoni	Mrs D Damestani
	Mrs J Collins	Mr M Cordery

Also present:		
	* Mrs. D Damestani	Associate Governor
	Mrs T Mullins	Associate Governor
	Miss K Thomas	Clerk to the Governors

1) APOLOGIES FOR ABSENCE

In accordance with School Government Regulations, the governors must decide whether or not to give their consent to the absence of each governor not present. Their decision must be recorded in the minutes

RESOLUTION: Apologies were received and consent given to JT, DLD and SGB KT
Mr G Bulbrook did not attend the meeting. Consent to be given
retrospectively.

2) CONSTITUTION AND APPOINTMENTS

Changes in the membership of the Governing Body, including notice of forthcoming vacancies.

RESOLUTION: No changes were made to committee panels. Training representative role
was taken up by IP. Governing body agreed with this change. KT

FGB were informed that staff governor Mrs D Daniels ends her term as governor on 20th March 2010. LA to start process of asking staff interest. If no ne volunteers to take on role DD is happy to continue as staff governor.

Community governors SGB and JT end their term of office in June and September respectively. Due to their absences from this meeting, AM will contact them to ascertain whether they intend to continue in their roles. Council are in charge of renewing or replacing so no action by the FGB needs to be taken.

AM term of office as parent governor ends in September. AM is happy to continue his role as governor and chair. FGB agreed to keep him as chair and changed his role to community governor which was vacant due to MBJ resigning last term.

KH's resignation last term meant that there is currently have a space for a new community governor within the body. Two people applied for this position. During the meeting, AM informed the FGB of these candidates and their reasons for applying. A discussion was had and a unanimous decision was made by the FGB as to who they were going to offer the position too. It was decided to offer the position to Mr. Lee.

Due to the change in roles of AM, a parent governor will be needed from September. The FGB would like to ask the other candidate Mr. Bullock to apply for this position.

Actions: Clerk to send welcome pack to Mr. Lee. LA to send a round robin for Staff governor position.

RESOLUTION: noted and agreed

KT

3) GUIDANCE TO GOVERNING BODIES ON MINUTES AND SELF EVALUATION

FGB confirmed that they had all received a copy of these booklets in either hard copy or via file attachment.

RESOLUTION: Noted

4) MINUTES OF LAST MEETING

Minutes of the meeting held on Wednesday 11th November 2009 to be agreed and signed.

RESOLUTION: Minutes were agreed and signed off by chair

KT

5) MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE ON THE AGENDA

RESOLUTION: N/A

KT

6) MINUTES AND REPORTS OF COMMITTEES AND WORKING PARTIES

- i) Details of minutes and reports of committees and working parties.
- ii) To receive a report from the Child Protection Governor on safeguarding practise within the school.

During the Curriculum meeting the following policies (Administration of medicines, child protection, community cohesion, looked after children, special needs, attendance management, equal opportunities) were agreed to be adopted and the committee wish to seek ratification from the FGB.

RESOLUTION: ratified

KT

The FGB were informed that Nick Oliver has resigned and Linda Hall had taken over the role and Chris Taylor is now our link inspector.

RESOLUTION: Noted

KT

During the Finance & Staffing meeting a discussion took place over minute taking during clerk maternity leave. It was agreed that committee minutes would be taken by a governor at the meeting but KT would continue clerking FGB during her maternity leave.

A discussion also took place in regards to forthcoming vacancies at the school and it was agreed to recruiting a Nursery teacher and 2 cleaners.

TM informed the committee that whilst there has been a budget cut for the next financial year we have not been given confirmed figures as yet. TM forecasts that we will still be within budget and has no concerns.

The school has been allocated £40k in order to refurbish the after school hut. We are looking to add a toilet and revamp the kitchen area. We are also looking to renew the ramp leading to the huts entrance. Work on the hut will be done during the 6 week holiday.

RESOLUTION: Noted

KT

During the Premises meeting the committee was informed that KD, IP, LA, AM had a meeting with Dr. Birnbaum and Steven Ingram in relation to the primary expansion programme. Because of this meeting Dorchester Primary has now been added back onto the list of possible schools to receive this expansion. The programme has been made public on the website. LA has written a cover letter and will send this and the consultation paper to parents in order to keep them informed.

The FGB were informed that more meetings are coming up and that decisions made on planning will go to consult in July.

RESOLUTION: Noted and wanted to show recognition of all the commitment members of this committee had made to bring about these changes.

KT

7) REPORT OF THE HEADTEACHER

All FGB members received a copy of this report prior to the meeting and the FGB had a discussion in regards to the report. They were asked to note the proposed term dates for the next academic year and agree to the changes made.

RESOLUTION: Noted and agreed

KT

Pupil review days were discussed as LA and the staff governors raised concerns of the current procedures in place in particular the struggle to cover the classes whilst the class teachers were conducting these reviews. Various resolutions were discussed but it was agreed that going forward Pupil review days were to be conducted on an INSET day. Training that would have been given to staff on this training day would be moved to the evening instead.

RESOLUTION: Agreed and to ensure parents are to be informed of this change. KT

FGB wanted to note that the schools charity days were effective and well funded. They also wanted to note how well the FODs committee have been raising money for the school.

RESOLUTION: Noted KT

The FGB were informed that the summer fair had been moved forward this year and will be held on May 22nd. KD asked on behalf of FODS if AM would represent the FGB at this event.

RESOLUTION: AM agreed KT

The FGB also discussed the London challenge project in which the school works at going from good to outstanding. They were informed that the next Inset day all staff would be going to a host school.

It was also discussed that on the 30th April LA and AM will attend a conference in regards to this. By attending access to £4k will become available.

RESOLUTION: Noted KT

8) TRAINING FOR SCHOOL GOVERNORS

As noted in section 2. IP agreed to take on this role.

FGB were informed that AM, DLD and DD attended a safer recruitment training day.

RESOLUTION: Noted KT

9) FUNDING ARRANGEMENTS FOR SCHOOLS

A report by Stephen Ingram, Executive Head of Service Management, is Enclosure D.

For ease of reference, governors are advised that their current agreed virement limits are:

Headteacher	up to £10,000
Finance Committee	up to £20,000
Full Governing Body	up to £ 20,000 and above. FGB agree to retain these figs

RESOLUTION: Enclosure D was noted by the FGB.

The FGB confirmed the virement limits were to be kept the same.

Delegated services that the F&S committee agreed with were also confirmed by The FGB KT

10)ASSOCIATION OF SUTTON GOVERNORS

To receive a report from the ASG representative on the activities of the Association since the last governing body meeting.

Due to JT being absent, this report will be passed over to next FGB meeting.

RESOLUTION: Noted and agreed.

KT

11)FUTURE MEETINGS

The next FGB meeting had been Thursday 17th June. However this will clash with the YR4 concert in Fairfield Halls held the same evening. LA proposed that the FGB meeting be changed to Thursday 24th June.

RESOLUTION: Noted and agreed.

KT

The committee meeting dates were discussed and it was decided that whilst Curriculum and Finance meetings should remain the same, Premises needed to be moved from Tuesday 11th May to Thursday 26th May at 6.00pm.

RESOLUTION: Noted and agreed.

KT

12)CONFIRMATION OF CHAIR'S ACTION

RESOLUTION: N/A

KT

13)ANY OTHER BUSINESS

Due to SGB absence he sent an email which the chair read out to the governing body. He has concerns to the KS2 building and asked permission to take photos of the building to take to council body to show state of building. He also offered £500 to be given to the school fund.

RESOLUTION: FGB agreed to the taking of the photographs and wanted to say thank you to SGB for his generosity. It was agreed that AM will respond personally to him.

KT

DS wanted to inform the FGB that he was participating in a dart-a-thon for sport relief. He asked permission to send FGB an internet link in order to sponsor him.

RESOLUTION: agreed

KT

MHK wanted to express how impressed she was in the way the school handled the bad snow and wanted to acknowledge the commitment of the staff in keeping the school open through out the bad weather and that H&S of the pupils and staff were not compromised.

14) CONFIDENTIALITY

To consider if any items are confidential and should not therefore be available to persons wishing to inspect Governing Body papers.

RESOLUTION: N/A

KT

Meeting was closed at 8.45pm

Signed:

Dated: